

MINUTES
City of Newport Planning Commission
Regular Session
Newport City Hall Council Chambers
Monday, December 12, 2016

Commissioners Present: Jim Patrick, Rod Croteau, Lee Hardy, Bob Berman, Bill Branigan, Jim Hanselman, and Mike Franklin.

City Staff Present: Community Development Director (CDD) Derrick Tokos, and Executive Assistant Sherri Marineau.

1. **Call to Order & Roll Call.** Chair Patrick called the meeting to order in the City Hall Council Chambers at 7:10 p.m. On roll call, Hardy, Berman, Croteau, Patrick, Franklin, Hanselman and Branigan were present.

2. **Approval of Minutes.**

A. Approval of the Planning Commission work and regular session meeting minutes of November 14, 2016, and the work session minutes of November 28, 2016.

MOTION was made by Commissioner Croteau, seconded by Commissioner Franklin to approve the Planning Commission meeting minutes as corrected. The motion carried unanimously in a voice vote.

Minor corrections were given to Marineau by Commissioners Hardy and Croteau. Croteau notes he prefers the November 14th style of minutes as they are the attribution type of minutes. He likes minutes that include notes on who said what. Patrick says he likes having detailed minutes for future referencing. Tokos says we will strive for a happy medium. Marineau's predecessor took verbatim minutes and are not the norm. The Commission should expect minutes that are more abbreviated going forward. The Commission is comfortable with this.

3. **Citizen/Public Comment.** No public comments.

4. **Action Items.** No items requiring action.

5. **Public Notices.** No public notices.

6. **New Business.**

A. **FY 17-18 Goals Letter to City Council.** Croteau comments that on the second paragraph, "to update" should be changed to updating. Tokos notes the change. Berman asks for an update on an item on the previous meeting list that talked about the installation of flashing lights at all the Hwy 101 crosswalks. Tokos explains the lights are all budgeted for and the project is moving forward. He doesn't expect any issues. Lights will be installed on each of the crosswalks with islands. ODOT is not helping with this and is strictly a City project. We do need to get permits from the State.

MOTION was made by Commissioner Croteau, seconded by Commissioner Berman to approve the Fiscal Year 2017-2018 Goals Letter to the City Council as corrected. The motion carried unanimously in a voice vote.

7. **Unfinished Business.** No unfinished business.

8. **Director Comments.**

A. The zone changes went through with the City Council. It is reported to the State and it will be 30 days until the ordinance goes into effect. The sale of the Bornstein fish processing plant is set for the January 3rd City Council meeting. Notice will be going out on December 28th for statute. Berman asks for clarification if notice is going out 5 days prior to the hearing. Tokos confirms this and is per statute. He says they announced this at the last public meeting.

Berman asks if it is purposely delayed. Tokos says no; they are extending it out fairly deliberately. There was a public disclosure at a public meeting, a public hearing date was set, we will hold a public hearing, and then we will decide two weeks after that. There have been a number of opportunities for notifications and neighboring properties have already received notices. City Council did do an extension because Bornstein's lease was about to expire. This made it clear that if in the event they don't sell, they will find it's in the public's interest to sell that property and will work with Bornstein on a long term lease. The vertical evacuation structure standards were adopted and will be effective before too much longer.

Berman asks about the Visioning Committee and why the process is being stretched out. Tokos explains there were concerns about the January meetings coming too fast. They would like one more stakeholder meeting to talk about specifics of the kickoff. The Advisory Committee will have a more formalized meeting in January. The kickoff meetings will start on Thursday, February 16, 2017 and go through Saturday, February 18, 2017. It will be framed as three opening acts. During the day time on Thursday there will be an activity for City Employees to become aware of the process and what their roles will be. That evening, all the Advisory Committees will be brought together. The thought is to engage all those volunteering already and get them engaged in the process. On Friday night there will be a combination family/Latino night at a school and will be dual language. We are still trying to find a venue but it will be held at one of the school facilities. Saturday will be the kickoff event and held in the Health Education Center. On January 21st we will hold an Advisory meeting and be looking for buy off on concept, adjustments that need to be made, event fliers will be ready to go out, and what roles advisory members can play at different events. Berman asks if it is a fixed price contract with the consultants. Tokos explains they are not chafing at the boundaries yet and they would have to talk to us if it is out of scope. If we take things off their plate, we can make it work.

The Parking Study did the offbeat counts this last weekend. Tokos is looking to arrange a time to coordinate and get the project pushed out toward next steps.

There will be no Planning Commission meeting on December 27th.

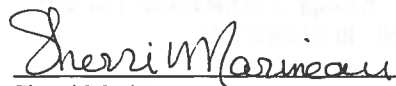
Patrick asks about the property on 2nd street and where it stands. Tokos says it has been worked out and complies with standards. Big houses weren't prohibited; so the size is not the factor for it. The question is if they incorporated the architectural features required and if they got permits to do the work. This has been addressed.

Croteau commends Tokos for making two good hires in Marineau and Cotton.

Franklin asks how the pool is coming along. It is progressing and should be done by the end of December. The parking lot may be done at that time as well. Patrick asks if sidewalks will be going in on 10th. It is touch and go with that budget. Patrick thinks sidewalks are needed. Tokos says if the sale of the seafood processing plant goes through, we may have the resources to do it. There will be a conversation about moving the farmers market back to the parking lot location and City Council telegraphed this at their last meeting. Franklin asks what happens on Saturdays when there is a swimming event. This is something that will need to be sorted out. Hardy says they don't need the congestion. Franklin says it would be good for them to stay in a spot for a couple of years. Hardy suggests the fairgrounds permanently.

9. **Adjournment.** Having no further business, the meeting adjourned at 7:26 p.m.

Respectfully submitted,



Sherri Marineau
Executive Assistant